



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Parks and Recreation Commission May 17, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:33 p.m. Commissioners Present: Chair Palmer, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Absent: Vice Chair Davis. Staff: Burns and Brewer.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Greenberg led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** **MSC Salazar/Nigel** for approval of the May 17, 2017 agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Melendrez/Salazar** for approval of the April 19, 2017 minutes. Approved unanimously. Chair Palmer and Commissioner Zamattia abstained.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Update on Park Pathway Rehabilitation Project – Superintendent Brewer told the Commission that the Park Pathway Rehabilitation Project had begun in City Park. The company was not able to do the pathway next to Diamond 3 due to standing water from the rainy season but that they would come back to finish the area by fall 2017. She added that City Park pathways would be done and open for the public the following Tuesday. Superintendent Brewer also said that the company would be continuing the Park Pathway Project at Commodore, Grundy, and Pacific Heights Park over the next few years.
 - b. Recreation Registration and Facilities Software Update – Superintendent Brewer told the Commission that staff had completed the process of interviewing and selecting a new registration and reservation software. Staff was seeking to update the current software program it used because it charges for individual transactions and also charges a large percentage to users for online registration. A request for proposals had gone out to companies in November and staff had reviewed four companies and had selected one to move forward to City Council for approval. If approved, the new software would have a startup cost of \$22,500 but would bring a savings of \$12,000 in the first year and then \$33,500 thereafter. **Commissioner Gonzales and Nigel** thanked staff for looking into

companies that would bring a savings to the City and to users. The Commission expressed their support to move forward with presenting the software update to City Council.

- c. Adjustment of Activity Guide Production Dates – Superintendent Brewer told the Commission that staff had completed the process of interviewing and selecting a new registration and reservation software and would present it for approval to City Council in late summer. If approved, staff will cancel the current contract with the software system and in order to comply with the contract will need to adjust the activity guide release dates. She explained that this will mean having a Winter/Spring Guide instead of a Fall/Winter Guide. Superintendent Brewer added that staff feels confident that adjusting the dates will not impact the community's ability to register for classes and programing in each season.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** None.

11. **PUBLIC COMMENT:** None.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Commissioner Nigel** commented that he, along with Commissioner Salazar had worked at the annual Operation Clean Sweep and he was happy to see the event go so well. **Commissioner Greenberg** said that the Junior Giants sign ups happened on May 6 at the San Bruno City Library. She also mentioned that Junior Giants had received a grant from Baseball Tomorrow Fund in the City's name and it would be used for the improvement of the City's baseball fields.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:13 p.m.